Whole Earth Environmental Resource Library
Elva's Report
8/30/90

I. Mission of the Library
A. Goals
B. Objectives - Activities
C. Subject Focus / Material / Type of Media

II. User Base - Audience Demographics
A. Staff - primary
B. Marin County Library System - secondary

III. System in General

IV. Technical Services
A. Automation
1. Hardware
2. Software
B. Collection Development (detail on what, why, how)
C. Aquisitions
1. costs saving due to review copies
2. brief system
D. Cataloging
1. Copy-cataloging = save $
a. CD Database - Bibliofile, etc.
b. OCLC - online searching
2. Inhouse catalog system
a. Interface with Bibliofile
b. Classification scheme - Dewey
c. Subject headings - LC subject heads, Sears
d. data entry
3. Others Systems
a. Publisher's Catalogs file
b. Consumer Catalog file
c. Vertical files - subject oriented materials
d. Other collections
E. Serials
1. Numbers, types, sources
2. Cost saving due to exchanges
3. How organized

4. Check in, routing, etc.
5. Subscription agent = cost savings

V. Public Services
A. User Access
1. In person - affiliation with Marin County Public Library
2. Remote access via computer
a. PC - home-based
b. PC - Library-base
c. The WELL - 5 years
B. Reference Services
1. Levels of Service
a. in-person visits
b phone service
2. Types of Services
3. Products like biblios, fact sheets
C. Current Awareness
1. Aquistitions list - sent to county libraries
2. Journal routing
D. Online Searching
1. Inhouse searching - for clients
2. External databases - generating $

VI. Administration
A. Staffing
B. Policy and procedures
C. Physical facilities
1. Equipment
2. Furniture
3. Location
D. Fundraising

VII. Budget and Timeline	Year 1	Year 2
A. Staffing	$35,000	
B. Online	$	
C. Aquisition	$15,000	
D. Hardware	$	
E. Software	$	
F. Travel	$	
G. Telephone	$	
H. Training (OCLC) . .	$	
I. Furniture	$	

J. Space consulting . . $